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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #13

DATE: 2 April 1956

1. SIGNIFICANT ITEMS: None
11. OTHER ITEMS:
 - A. Projects Underway:

1. Revision of CIA Regulation [] Draft awaiting policy suggestions from LETS and procedural modifications from the Administrative Branch. 25X1
 2. Overseas military mobilization requirements. Review of personnel staffing patterns proposed by the Theaters and the Military Personnel Division, Office of Personnel, is underway.
 3. Preparation of staff studies and other planning documents relative to the OTR War Plan has been initiated. End-products of this plan will include Annex I, War Training Annex to the Global War Plan, a wartime headquarters training organization and other directives required by the current Hot War Planning Program. [] of the Operations School is engaged in this project in addition to his other duties. 25X1
 4. Reading Improvement course for new personnel. This staff has prepared a study recommending an increase in the instructional capacity of this course to the DD/S, should all new personnel receive reading improvement training.
 5. Revision of Regulation [] Draft has been approved by the General Counsel and is being reproduced by the Regulations Control Staff for Agency-wide coordination. 25X1
 6. Data for textual changes to course descriptions in the headquarters issue (TR CC 100-1) are due 9 April to the Chief, ISB. Printed copies will be received 2 April for distribution to the field by RI.
- B. New Item. This Staff has prepared a proposal to adapt the OTR BULLETIN series as an informational pamphlet concerning courses and activities of OTR for distribution to Agency supervisors.

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JOB NO. [] BOX NO. [] FILE NO. [] DOC. NO. 32 NO CHANGE
 IN CLASS/ [] CLASS CHANGED TO: TS 50 RET. JUST. 22
 NEXT REV DATE 09 REV DATE 13-7-79 REVIEWER [] YPED DOC. 02
 NO. PGS 2 CREATION DATE [] ORG COMP 11 OF 11 ORG CLASS 5
 REV CLASS C REV COORD. AUTH: HR 70-3

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- C. Contact has been made with RI and arrangements set up for the review of the Middle East War Plan to determine whether sufficient information is available to draft the Training Annex for this plan at headquarters.
- D. Comments were submitted to Special Planning Assistant, DD/S on the final draft of the Cold War Plan of the WE Division for 1957, and the proposed plan for 1958, and on the CIA/FFEC Hot War Plan.
- E. At the request of the DD/S, [] who is to be Chief of Station, [] was briefed by a representative of this staff on the Office of Training. As a follow up to this briefing, [] was introduced to [] who described in detail OTR facilities for training representatives of foreign governments in the field of international communism. [] indicated his interest in arranging with OTR for the training of key personnel in [] at some future date.
- F. A memorandum was prepared from the Acting Director of Training to the Director of Security requesting the down-grading of the film [] from TOP SECRET to Secret.
- G. Referred comments of the General Counsel on the Finance Handbook for Field Case Officers to [] for review prior to transmittal of the handbook to the Regulations Control Staff for publication.
- H. Reached agreement with Chief, [] and Chief, Regulations Control Staff to prepare the regulations on the development of the language skill among Agency personnel as two separate regulations, in order that the Foreign Language Incentive Awards Program can be dealt with separately. This action is deemed appropriate in view of the fact that the Comptroller General may not authorize expenditure of Agency funds for this purpose. Other elements of language training policy and programs recently approved by the Career Council, not affected by a decision of the Comptroller General, can then be set forth in a separate regulation.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 23 March 1956

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #12

1. SIGNIFICANT ITEMS: None11. OTHER ITEMS:

A. Projects Underway:

1. Revision of CIA Regulation [] Draft awaiting policy suggestions from LETS and procedural modifications from the Administrative Branch. 25X1

2. Overseas military mobilization requirements. Review of personnel staffing patterns proposed by the Theaters and the Military Personnel Division, Office of Personnel, is underway.

3. Preparation of staff studies and other planning documents relative to the OTR War Plan has been initiated. End-products of this plan will include Annex 1, War Training Annex to the Global War Plan, a wartime headquarters training organization and other directives required by the current Hot War Planning Program. [] of the Operations School is engaged in this project in addition to his other duties. 25X1

4. Reading Improvement course for new personnel. This Staff is preparing a study to determine the course of action to be recommended by OTR to the DD/S relative to the DCI's remark that all personnel should receive basic training in reading improvement.

5. Revision of Regulation [] Draft has been approved by the General Counsel and is being reproduced by the Regulations Control Staff for Agency-wide coordination. 25X1

6. Glossary of Intelligence Terminology. DC/PPS has met with a representative of the Operations School to review the proposed revision of definitions submitted by the CI Staff, DD/P. Arrangements have been made for the centralization in PPC-DD/P of comments from DD/P for the Glossary. Efforts will be made to expedite the publication of this Glossary.

JOB NO. [] BOX NO. [] FLD NO. [] DOC. NO. 38 NO CHANGE
IN CLASS/ DECLASS CLASS CHANGED TO: TS S C RET. JUST. 22
NEXT REV DATE 09 REV DATE 13-12-20 REVIEWER [] TYPE DOC. 02
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REV CLASS C REV COORD. AUTH: HR 703

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B. Long-term schedule of courses at the Director of Training's request. All school schedules for the overseas catalog (TR CC 200-1) have been sent to the printer. Data for textual changes to course descriptions in the headquarters issue (TR CC 100-1) are due 1 April to the Chief, ISB.

C. On Friday, 16 March 1956, [] attended a conference with the Acting Director of Training and a representative of PPC-DD/P in the Office of the Chief, Psychological Warfare, Department of the Army, to discuss an exchange of training infor. The result of this conference was a clarification of the type of assistance Chief, Psychological Warfare, Department of the Army, was seeking from CIA and a tentative agreement that continued liaison would be maintained on training matters between the Office of Training, CIA, and the Office of the Chief, Psychological Warfare.

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D. Telephone contact was made on the morning of 21 March, with [] C/EE/PER. It was tentatively agreed that a briefing for [] would be arranged during the first week of May, since [] would be enrolled in a training program for the ensuing month.

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E. On 21 March 1956, a meeting was held in the office of the Acting Director of Training with [] NEA, and DC/PPS, to discuss a request from the Senior War Planner, Middle East, for a representative of OTR to visit his area on TDY to assist in the preparation of the training annex for the Middle East War Plan. It was agreed that the feasibility of preparing this annex at headquarters, based on available information, would be explored first and that no action would be taken on this request until after the return of the Director of Training.

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F. Chief, Plans and Policy Staff:

1. Completed a draft response to the DD/S on the Management Staff survey of DOB/SR. He attended a meeting with ADTR and representatives of the Inspector General to discuss the OTR position on DOB. The Inspector General concurred in the draft of OTR position and requested a copy of the final version when it was prepared for transmittal to DD/S.

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*Also,
Property Handbook
getting started,*

2. Prepared a memorandum for the Chief, Regulations Control Staff, requesting publication of the Finance Handbook for field case officers as a field handbook in accordance with the wishes of the DD/S. The Handbook is currently in the possession of the General Counsel for Coordination prior to transmittal to Regulations Control Staff. The DD/S expressed the view that this was all the concurrence required prior to publication of the Handbook.
3. Attended a meeting of the Career Staff Selection Panel on Monday, at which a number of OTR personnel were recommended for Career Staff status.
- G. At a further meeting between the Chief, Regulations Control Staff, and representatives of OTR, it was agreed that the Chief, Plans and Policy Staff, would redraft the regulation, subject, "Development of Language Skills Among Agency Personnel." The redraft will reflect recommendations on format proposed by the Chief, Regulations Control Staff, and recommendations on substance proposed by Chief,

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